

REPORT

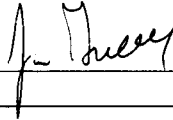
Date: December 2, 2004

To: Administration Committee

FROM: Debbie Dillon, Supervising HR Officer
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SUBJECT: New Peer Recognition Program

EXECUTIVE DIRECTOR'S APPROVAL: _____



RECOMMENDED ACTION:

Approve the creation of a Peer Recognition Program and funding of up to \$5,000.00 per fiscal year from the General Fund to administer the program. The program could begin in January 2005 and no more than \$2,500.00 would be spent on the program this fiscal year. There is currently adequate funding in the General Fund available for this program.

BACKGROUND:

The Peer Review Committee (PRC) is an employee group that is representative of the SCAG workforce that meets regularly to provide input to management on issues that are important to the interests and welfare of SCAG employees.

Over the course of the year the PRC members have been working on the development of an employee recognition program. The development included a working group of the PRC who sought input from all staff and collected fifteen sample programs from SCAG member jurisdictions. The program has been carefully reviewed and approved by Executive Management and has been shared with all employees for additional comment on the draft program.

Peer Recognition Program Description

The Southern California Association of Governments takes great pride in its employees. With this in mind, SCAG is implementing a recognition program to formally acknowledge employees' outstanding performance, contributions and achievements. Nominations will be submitted by fellow colleagues and award selection will be determined by the Peer Review Committee.

Eligibility

Any regular, non-probationary and non-management employee of SCAG, whose last overall performance evaluation rating was meets, above or excels, is eligible to receive an award. An individual can only receive an individual award once in a 12-month period.

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Who Can Nominate?

Any SCAG employee may nominate an employee(s) for recognition by submitting a nomination form to the Peer Review Committee outlining, in detail, the outstanding performance or achievement. The nominator must include their name on the nomination form. Employees cannot nominate themselves. Nomination forms will be available from Human Resources, in the lunchroom and on the SCAG form bank. Completed forms should be returned to Human Resources, a box in the lunchroom or the SCAG form bank.

Type of Award

Both individual and team performance awards will be presented.

Frequency of the Award

Nominations will be secured monthly. Awards will be presented quarterly.

Determination of the Award Recipients

The Peer Review Committee (PRC) will determine the award recipients. If a PRC member has been nominated, they will be excused from voting. If a PRC member nominates someone, they will abstain from voting.

Quantity to be Awarded

The number of awards to be distributed in a given period will be at the discretion of the Peer Review Committee based on the award criteria and will be weighed against the available budget.

Announcement of Award Recipients

Employees recognized through the Peer Recognition Program will be announced quarterly (January, April, July, October) at the beginning of the monthly All Staff meeting and quarterly at the Regional Council meeting. A member of the Peer Review Committee will make the announcement.

Individual Award Criteria

- Consistently demonstrates exemplary service to members, subregions, planning partners, the public and colleagues.
- Enhances morale by motivating or inspiring fellow workers. Models, practices and promotes harmony and teamwork in the workplace.
- Exhibits performance characteristics such as energy, enthusiasm, initiative and flexibility.
- Successfully undertakes projects, activities or events that bring positive recognition to the organization.
- Individual is often called upon for needed assistance because they are knowledgeable, cooperative and dependable.

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The Peer Recognition Program is unique and differs from the merit pay program in that awards are determined by one's peers. In addition, award recipients receive public recognition.

Individual Award

Those who receive an individual award will receive an enhanced quality-framed certificate to be presented during the monthly employee staff meeting. Each will be unique as the wording will be drawn from the nomination form.

Award recipients will also choose one from among three different kinds of gift certificates (bookstore, restaurant, department store). Human Resources staff will keep track of the gift certificates. The value of the gift certificate will be \$50. Certificates may not be redeemed for cash.

Award recipients will have their name engraved on a perpetual plaque displayed in a public area.

Team Awards (Together Each Achieves More)

Description

This recognition is designed to reward efforts and accomplishments of various teams, task forces or working groups. The purpose is to encourage and reward participation and quality group efforts that require staff teamwork and cooperation to achieve a successful outcome, product and/or outstanding service.

The project manager of a specific project would be responsible for identifying the "core" team. A core team member would be any individual who expended a significant amount of time throughout the duration of the project.

Team Award

Those who receive a team award will receive an enhanced quality-framed certificate to be presented during the monthly employee staff meeting. Each will be unique as the wording will be drawn from the nomination form.

Award recipients will also choose one from among three different kinds of gift certificates (bookstore, restaurant, department store). Human Resources staff will keep track of the gift certificates. The value of the gift certificate will be \$50. Certificates may not be redeemed for cash.

The team project name will be engraved on a perpetual plaque displayed in a public area.



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Other Areas of Consideration

- Our intent is to start small and consider expanding later. We want a program that is simple to administer, understand and that is sustainable year-after-year, regardless of budget. We will continue to refine the program over time.
- In terms of service awards and separation awards, most PRC members felt that we should look at this again after establishing the primary recognition program. There was a program at several of the organizations whereby years of service were marked by a different color of pin that seemed quite popular.
- We recommend a review of the Peer Review Committee membership to ensure that it is representative of the different SCAG departments and the various job classifications.

FISCAL IMPACT:

The 2004/2005 fiscal year impact will but up to \$2,500.00. Following years may be up to \$5,000.00. See attached for current information on the availability of General Fund monies.

CONCLUSIONS:

We think this is a good program that is important for employee morale and provides a structured venue for recognizing the contributions of individuals and teams. The PRC will review the program every six months to make refinements as needed to ensure the success of the program.

General Fund
RC Special Projects Line Item Budget
December 2, 2004

| | |
|--|----------------|
| RC Special Projects | \$49,000 |
| Transfer Funds to Travel for China Trip | (\$4,000) |
| Transfer Funds to RC General Assembly | (\$5,000) |
| Remaining Budget | \$40,000 |
| | |
| | |
| Co-Sponsorship of UCLA's Extension Public Policy Program 2004 Arrowhead Symposium | (\$8,000) |
| Co-Sponsorship of Rail-Volution Conference | (\$5,000) |
| Co-Sponsorship of So. California's Leadership Class XV Tuition, Luncheon, & Graduation | (\$12,500) |
| Sponsorship of 3 rd Annual Inland Empire Transportation & Logistics Summit | (\$500) |
| Legislative Drafting (Approved June 2004) | (\$7,000) |
| Tribal Summit | (\$200) |
| Peer Review Program (January – June 2005) | (\$2,500) |
| Sponsorship Clean Cities Conference & Expo | (\$2,500) |
| | |
| Balance as of December 2, 2004 | \$1,800 |